



BEACHWOOD SCHOOLS
LEARNING FOR LIFE

Dear Parent/Guardian:

The Beachwood Board of Education has a policy regarding the administration of medications by authorized school personnel to students during school hours. The full text of the board policy can be found in your school's student handbook or can be viewed online www.beachwoodschoools.org/parents/healthservices.cfm

This policy, in brief, requires the following:

1. For prescribed medications to be given at school both parent and physician approval is required. See attached Prescription Medication Administered by School Personnel form.
2. For non-prescription medications to be given at school, only parent authorization is required. See attached Non-Prescription Medication Administered by School Personnel form.
3. The self-administration of medications is allowable under special circumstances. Please consult your school nurse regarding this option. Special forms are available for these situations.
4. All information requested on the forms must be provided completely for reasons of safety and accuracy.
5. The drug must be delivered to school by the parent, guardian, or other person having care or charge of student, in the container in which it was dispensed by the attending physician or licensed pharmacist. Non-prescription drugs are to be in the original container clearly labeled with the student name and dispensing information.
6. All requests for dispensing medication are valid only for the school year in which they are submitted.

Thank you for your cooperation.

Sincerely,

Lauren J. Broderick
Director of Pupil Services